

## **Statement of Work**

**Contract Number: EP-W-11-009/ EP-W-11-010/ EP-W-11-011**

**RFO Number: 14**

**I. TITLE: Sustainable Communities Technical Assistance –Sustainable Communities in Appalachia**

**II. PERIOD OF PERFORMANCE:**

**From:** Date of award

**To:** January 26, 2013

**III. BACKGROUND:**

This Statement of Work (SOW) is intended to expand Environmental Protection Agency (EPA) support for sustainable communities approaches in rural communities and small towns by providing targeted technical assistance for interested communities in Appalachia.

The technical assistance provided under this SOW shall serve as an important pilot component of the new Sustainable Communities in Appalachia partnership among the Appalachian Regional Commission (ARC), U.S. Department of Agriculture Rural Development (USDA RD), EPA, the National Association of Development Organizations (NADO) and the Development Districts Association of Appalachia (DDAA).

EPA and ARC, in consultation with USDA RD and DDAA, will select no later than March 2011, the six pilot Appalachian communities that will directly receive this technical assistance. The selection process will take into account expressions of interest from Appalachian communities in developing a strong and livable community, and their particular interest in achieving goals highlighted in the Partnership for Sustainable Communities 2011 publication *Supporting Sustainable Rural Communities*:

- Promoting rural prosperity by creating an economic climate that enhances the vitality of working lands, preserves natural resources, and increases economic opportunities for all residents;
- Supporting vibrant, thriving and distinctive rural communities by investing in rural town centers, Main Streets, and existing infrastructure to create places that are vibrant, healthy, safe, and walkable;

- Expanding transportation choices by creating communities where everyone - including elderly, disabled, and low-income residents - can conveniently, affordably, and safely access local and regional goods and services;
- Expanding affordable housing by creating communities where everyone - including elderly, disabled, and low-income residents - can afford housing and transportation expenses.

The selection process will also take into account:

- Indications of support from community political leadership and community members for developing a strong and livable community,
- Likelihood of Federal investments – including ARC investments and USDA RD investments for eligible communities -- and other public and private investments to help support achievement of these goals, and
- Social and economic needs of the community as measured by the annual ARC economic status assessment for Appalachian counties.

For the purpose of this SOW, a tool is defined as it is for the purposes of the Sustainable Communities Building Blocks Technical Assistance – that is, a body of materials that could include an agenda, presentations, or exercises, formatted in a manner so that a group can have a facilitated discussion around a series of inputs and outputs. Ideally, a tool shall have some process or mechanism by which data or information is analyzed, resulting in an output of potential next steps for policy change. A tool is not just a series of presentations, but rather an action-oriented process.

For the purposes of this SOW, Appalachia refers to the region as defined by ARC.

**PURPOSE AND OBJECTIVES:** The purpose of this task order is to expand smart growth technical assistance by creating a tool that is tailored for Appalachian rural communities and by delivering that tool to a pilot group of communities. The tool shall be developed and delivered in ways based on the EPA Building Blocks for Sustainable Communities program.

The Sustainable Communities in Appalachia tool will allow interested rural communities and small towns in Appalachia to implement strategies that promote durable economic growth, safeguard natural resources, and foster livable communities. The Sustainable Communities in Appalachia tool is intended to be of sufficient flexibility to serve small towns and rural communities in Appalachia with diverse challenges and opportunities.

The tool and associated support will be provided to six selected Appalachian communities through direct technical assistance. This technical assistance will include preparatory work and communication, delivery of the tool in a one-and-a-half-day or two-day site visit, a follow-up memo presenting options for next steps, and a post-visit period of consultative assistance.

Achievement of these objectives will allow Appalachian communities to secure better environmental, economic, and public health outcomes.

As with other EPA sustainable communities technical assistance programs, the Sustainable Communities in Appalachia tool is intended to support the Partnership for Sustainable Communities of the EPA, U. S. Department of Housing and Urban Development (HUD), and U. S. Department of Transportation (DOT).

#### **IV. QUALITY ASSURANCE (QA) REQUIREMENTS**

Check

☐ YES if the following is required or

☒ NO if the following is not required.

The Contractor shall submit with their technical proposal a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models.

#### **V. TASKS AND DELIVERABLES:**

The Task Order Contracting Officer Representative (TO COR) shall review all deliverables in draft form and provide revisions or comments to the Contractor. The Contractor shall incorporate the TO COR's comments within 14 days of receipt of comments, or as specified below. Final deliverable shall be in Microsoft Word or other appropriate electronic format.

Contractor personnel shall at all times identify themselves as contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

##### **Task One –Manage the Project and Develop Schedule**

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

To facilitate project management, the Contractor shall organize and conduct conference calls with Contractor team members and EPA and ARC, at a minimum to include:

- Two two-hour calls during the initial period of the project to discuss the objectives of the project and tool development and delivery;

- A weekly call with the TO COR to review progress; and
- Two two-hour calls toward the end of the project period to discuss outcomes and lessons learned.

The Contractor shall prepare a notional schedule at a minimum to include:

- The project management conference calls described above
- Development of the Sustainable Communities in Appalachia tool as described in Task Two;
- Delivery of technical assistance to six selected communities, as described in Task Three.

The Contractor shall devise a schedule for completing all assistance to the six selected communities no later than eight months after award. The initial project schedule shall be developed within 14 days of executing the task order. The schedule shall be updated as needed throughout the project as site visits are conducted.

**Task Two – Develop Materials for the Sustainable Communities in Appalachia Tool**  
(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

The Contractor, in consultation with the TO COR, shall develop the Sustainable Communities in Appalachia tool in a format amendable for delivery in a one-and-a-half day or two-day site visit.

The tool shall be based on and take into account information in:

- The ARC 2010 publication *Moving Appalachia Forward: Appalachian Regional Commission Strategic Plan 2011-2016*;
- The International City/County Management Association and Smart Growth Network 2010 publication *Putting Smart Growth to Work in Rural Communities*, including the recommendations for a community assessment and visioning process on page seven ;
- The *Building Block for Rural and Small Town Zoning Code* and other Building Blocks that have been successfully applied in rural areas;
- The Partnership for Sustainable Communities 2011 publication *Supporting Sustainable Rural Communities*, including the goals, strategies, implementation measures and other indicators contained in pages 16 through 20.

Mindful that some Appalachian small towns and rural communities are experiencing economic or population decline while others are experiencing growth, including as a result of rapidly expanding natural resource extraction, the tool shall be flexible so as to facilitate sustainable community approaches in a variety of conditions.

For the site visits, the Contractor, in consultation with EPA and subject to post-award technical direction, shall develop template materials that can be refined by the Contractor to accommodate particular circumstances of the community. These template materials can be based on the types of materials developed for the various tools under the Building Blocks for Sustainable Communities technical assistance program, and shall include:

- Summaries of local factors such as economic, social, and demographic factors and those related to the natural environment and natural resources;
- Plans for pre-visit consultations with the community, and information-gathering;
- Exercise, audit, or self-evaluation for the community to conduct prior to the site visit;
- Site visit schedule;
- Plans for meetings with local officials, staff, and key members of the community;
- Plans for community tour to identify local assets, challenges, and opportunities relevant to the tool and to take photos that can be integrated into presentations;
- Introductory presentation;
- Agenda and plans for an interactive activity or activities to review the pre-visit exercise and a process for analyzing the information collected;
- Presentation connecting activities to best practices and implementation;
- Concluding presentation;
- Plans for post-visit consultations with the community.

Draft materials shall be provided to EPA at least 21 days prior to the first site visit. EPA will respond and provide comments within 7 days of receipt. Final draft materials shall be provided to EPA at least 7 days prior to the first scheduled site visit.

### **Task Three– Deliver Technical Assistance to Selected Communities**

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

The Contractor shall identify appropriate expertise to work with each community by conducting the preparatory, site visit and follow-up activities.

The primary delivery mechanism for the technical assistance shall be a site visit that takes place over a one-and-a-half day or two-day period. The Contractor shall include in the proposed budget additional time to account for travel to and from the selected sites.

The Contractor shall organize and conduct at least three conference calls with appropriate community representatives in advance of each site visit so as to gather summaries of economic social and demographic local factors and those related to the natural environment and natural resources, make logistical arrangements for the site visit, and otherwise work to ensure the successful delivery of the technical assistance.

Each site visit shall include the meetings and activities for which materials have been prepared as outlined in Task 1, including pre-visit information summaries, pre-visit consultations, pre-visit exercise, meetings, community tour, opening presentation, interactive exercises, and concluding

**presentation. The Contractor shall facilitate these meetings and activities, including by making presentations and facilitating interactive group work as needed.**

**The Contractor, in consultation with EPA, shall offer the community guidance on appropriate community members to participate in one or more aspects of the site visit, including elected officials, local government staff, local business owners and investors, local or state USDA RD staff, and members of the community. Appropriate USDA, ARC, EPA, HUD and DOT staff from headquarters or regional offices shall also be welcomed to join in site visits.**

**For each of the six site visits, the template site visit materials shall be tailored as appropriate to reflect the particular circumstances of the community, and shall include some aspects of local data or information analysis.**

**The scheduling of the six site visits shall allow for two weeks or more between site visits.**

**Upon completion of each community site visit, the Contractor shall develop a next steps memo to EPA of no more than eight pages in length that details actions the community could take to implement ideas discussed during the site visit. These next steps memos shall draw on the format and types of information included in the next steps memos presented to communities through delivery of the various other tools under the Building Blocks for Sustainable Communities technical assistance program.**

**The next steps memo shall facilitate community consideration of what it can do to put into place sustainable communities approaches, such as the goals, strategies, implementation measures and other indicators specified in the Partnership for Sustainable Communities 2011 publication Supporting Sustainable Rural Communities.**

**In addition, EPA will consider each community next steps memo in light of the potential to provide additional technical direction to the Contractor on refining the Sustainable Communities in Appalachia tool for subsequent site visits. In that sense, the next-steps memos shall help the EPA, ARC and the Contractor “learn by doing”.**

**The Contractor shall provide the next steps memo to EPA within seven days following the conclusion of the site visit. EPA will respond with comments within seven days, after which time a final draft shall be delivered to EPA within seven days.**

**During the two-month period following the site visit, the Contractor shall conduct at least three conference calls (each call of up to approximately one-and-a half hours) with appropriate community representatives to consult on next steps and implementation strategies. The Contractor shall invite EPA, USDA, and ARC to participate in these post-visit conference calls, including in order to consider potential sources of public and private investment for implementation.**

**Upon completion of the delivery of technical assistance to all six selected communities, the Contractor shall prepare and deliver to EPA a memo summarizing and analyzing overall**

effectiveness of the technical assistance so as to facilitate program evaluation and potential subsequent publication of the Sustainable Communities in Appalachia tool.

## **VI. SCHEDULE FOR DELIVERABLES:**

The Contractor shall provide the following specific deliverables to the EPA TO COR:

<u>TASK</u>	<u>DELIVERABLE</u>	<u>FORM AND QUANTITY</u>	<u>DATE DUE</u>
1	Schedule for Implementation	Excel Spreadsheet, updated regularly	Within 14 days of executing task order
2	Develop Materials for the Sustainable Communities in Appalachia tool	As appropriate: agenda, presentations and speaker notes, pre-site-visit community exercises, audits or self-evaluations, written instructions for interactive activity and other activities	Draft materials within 21 days prior to first site visit, final 7 days prior to first site visit.
3	Deliver Technical Assistance to Selected Communities	Site visit; next steps and lessons learned memos; post-visit consultative assistance; overall lesson learned	Draft within 7 days of each site visit, final within 7 days receiving EPA's comments; overall lessons learned within 14 days of last site visit, final version within 7 days of EPA comments

## **VII. MISCELLANEOUS**

**Software Application files, delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>**

**Preferred text format:** MS Word, Office 2007, single-spacing, 12 point font.

**Documents shall adhere to the EPA/Office of Sustainable Communities Style Guide, located in attachments**

**Preferred presentation format:** Power Point, Office 2007

**Preferred portable format:** Adobe Acrobat